

**CITY OF LODI  
COUNCIL COMMUNICATION**

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**AGENDA TITLE:** Adopt Resolution Approving Job Description, Salary Range and Reclassification for the position of Metering Technician

**MEETING DATE:** October 3, 2012

**SUBMITTED BY:** Human Resources Manager

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**RECOMMENDED ACTION:** Adopt resolution approving job description, salary range and reclassification for the position of Metering Technician.

**BACKGROUND INFORMATION:** Over the past year, the City has embarked on an ambitious campaign to systematically update all City job descriptions so that they are reflective of each employee's assigned job duties. In very few instances, this review has identified employees working above, or below, their current classification and thus a salary adjustment has been requested. Moreover, if an employee believes his or her job description is not current or the classification is not accurate, he or she may request Human Resources conduct a classification audit to update the job description and determine the proper classification.

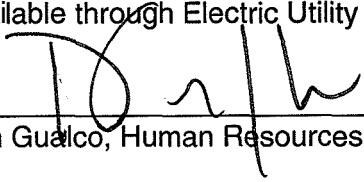
In this instance, the employee raised a concern that he was working beyond his current classification of Metering Electrician. Consequently, Human Resources initiated a classification review and determined that he was working beyond his current classification but not in the next classification in the series. Therefore, it is recommended that the incumbent be placed in a new classification titled "Metering Technician," with a pay scale five (5) percent above the Metering Electrician.

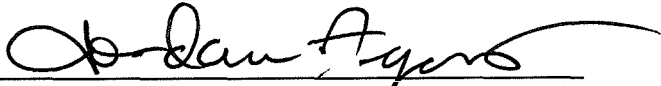
Staff requests Council approve the new job description and salary range for Metering Electrician (See Exhibit A); the new Metering Technician salary range would be \$6,505.20 - \$7,907.47, which is approximately 5 percent above the current range for the Metering Electrician.

The positions affected by these actions are within the IBEW Bargaining Group. Staff has met several times with representatives of IBEW to discuss these proposed changes. These proposed changes will result in a net cost of \$4,500 annually.

**FISCAL IMPACT:** A net increase of \$4,500 annually will result from the reclassification.

**FUNDING AVAILABLE:** Funding available through Electric Utility budget.

  
Dean Gualco, Human Resources Manager

  
Jordan Ayers, Deputy City Manager/Internal Services Director

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APPROVED:

  
Konradt Bartlam, City Manager

RESOLUTION NO. 2012-159

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE JOB SPECIFICATION AND SALARY  
RANGE FOR THE POSITION OF METERING  
TECHNICIAN

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job specification for the position of Metering Technician as attached hereto marked Exhibit A: and

BE IT FURTHER RESOLVED that the salary range for Metering Technician is hereby approved and shall be as follows:

METERING TECHNICIAN				
Step A	Step B	Step C	Step D	Step E
\$6,505.50	\$6,830.77	\$7,172.31	\$7,530.92	\$7,907.47

Dated: October 3, 2012

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I hereby certify that Resolution No. 2012-159 was passed and adopted by the Lodi City Council in a regular meeting held October 3, 2012 by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Johnson, Katzakian, Nakanishi,  
and Mayor Mounce

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
RANDI JOHL  
City Clerk

**METERING TECHNICIAN**

**DEFINITION**

Under general direction plans and organizes, and performs skilled work in the areas of maintenance, testing, repair and installation of meters; provides training to other employees; participates in policy and standards development and does related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level personnel; may provide functional/technical supervisor over lower-level employees.

**I OF DUTIES**

Duties may include, but are not limited to the following:

Under general direction plans and organizes, performs skilled work in the areas of maintenance, testing, repair and installation of electric meters; provides training to other employees; participates in policy and standards development and does related work as required.

Performs shop and field calibrations of electric meters; calculates, determines and installs current and voltage transformers with associated equipment and verifies the complete installation to assure accurate metering; installs and maintains load survey, load management and recording metering equipment;

Conducts the scheduled testing and circuit analysis of existing revenue metering facilities;

Performs acceptance testing of metering material and equipment; maintains appropriate records on all metering equipment and installations;

Participates in the development of standards and specifications with other agencies and industry representatives;

As directed, investigates customer metering issues, submit findings and takes corrective measures, if necessary;

As directed, assists in the investigation of vandalism and power diversion cases and makes reports to appropriate City staff and takes corrective measures, if necessary;

Prepares and conducts training sessions;

Performs related duties as necessary for the operation of the City.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

Various electric meters, their operation and the methods and equipment used in their testing and repair; AC and DC circuits with particular reference to Ohm's Law, Kirchoffs Law and Blondel's Theorem; current technology of various electronic components and circuits; inductance, capacitance, power factor and vector analysis;

Current metering methods for single and polyphase circuits; applicable electrical codes;

Necessary precautions to be taken when working around energized equipment;

### **Ability to:**

Under general direction plans and organizes, performs skilled work in the areas of maintenance, testing, repair and installation of electric meters; provides training to other employees; participates in policy and standards development and does related work as required.

Use current technology for precision instruments and testing equipment to obtain specified performance; use mathematics, including trigonometry;

Establish preventative maintenance programs and keep appropriate records;

Read and interpret electrical drawings, plans and specifications; prepare and write reports and maintain records; operate computers, and other technological devices, for programming of and retrieving data from microprocessor-based metering equipment.

Work independently with limited direct supervision; understand and carry out written and oral instructions;

Maintain effective working relationships with a variety of City staff, outside agencies and utilities, vendors, the general public and others;

### **Experience:**

Attainment of journey level Metering Electrician status and three (3) years experience in this status.

### **Education:**

Equivalent to completion of the twelfth grade, including trigonometry.

## **LICENSES AND CERTIFICATES:**

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

## **PHYSICAL REQUIREMENTS**

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand tools, vehicles and equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk for periods of time including slippery or uneven surfaces; bend, kneel, reach, stand, crouch or climb occasionally; operate assigned equipment and vehicles and perform manual labor occasionally; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; verbally communicate to exchange information; ability to tolerate extreme fluctuations in temperature, noise, dust, and all types of weather and temperature conditions, while performing essential functions and be able to lift up to twenty-five pounds as necessary.

\*FLSA Status: NON-EXEMPT